

## *Online Registration Steps*

### **Parent Respect in Sport Completion:**

1. Click on the link for Parent Respect in Sport or it can be found on the Hockey Manitoba website  
<http://www.hockeymanitoba.ca/members/respect-sport-parents/>
2. click on the link
3. Create a Hockey Manitoba Parent User Account "register a new user"
4. Set up your info, then register your children
5. Once children have been added you will be asked for a pre-registration code. Our organization does not have one.
6. Purchase your Parent RIS program
7. Go back to RIS
8. Click My Access Groups
9. Choose Parent Program Content
10. Begin your Modules
11. Complete Survey
12. Don't forget to add all your children that will be playing hockey

### **Account Creation:**

1. Follow this link <https://registration.hockeycanada.ca/registration/?ID=1141>
2. You will be brought to the login screen. You, as the parent, will need to create an account to register members in our association. This account is a "family" account; you only need ONE account to register as many family members as you wish in any association.
3. Choose "click here to create an account" in the top left corner to get started (If you forgot your password, please contact me - SarahReichmuth and I can change it for you.)
4. Once in the Account Creation page, read steps 1, 2 and 3 to proceed
5. The next step is to provide some account information. This includes name, address, and contact information. This is the personal information of the account-holder. This is not a member/participant pre-registration screen.  
Once the account is created, you will be brought to the main home page where you can see your shopping cart and previous registrations, access account options and register a participant.

### **Member Registration:**

1. Click on "Register a Participant"
2. Enter player info, Click "Register"
3. Choose a participant name at the bottom of the screen and click "Register Now"
4. Choose the type of registration (Participants)
5. Select Division (only the age category of your child will be shown as an option)
6. Select your package ie: Under 7 Registration
7. Fill in info below. All boxes with \* are mandatory. Others are optional. Add as much info as you would like CMHA to have.  
Note: You will have to choose a Player Position. That is a global setting for all packages in the Hockey Canada database. Don't get hung up on that. It doesn't mean anything, so just choose one.
8. Agree to the RMHA Waiver/Code of Conduct
9. Agree to the Hockey Canada Waiver
10. Choose any options in Fees (cheque or other)
11. Click Review

Items in the shopping cart can be changed or removed by clicking on the edit, delete or view buttons as indicated in the image below.

12. Choose either 'Checkout" or "Add to cart" to register a second participant

Note: Participants are not registered until the user goes through the checkout process successfully.

13. Choose "Cheque" for Cheque payments or "Other" for Cash payments. We will also be offering e transfer this year.

14. Print your receipt for RMH and one for yourself!!!! I cannot give you a printed receipt in March for your taxes.

15. Logout.

Payments will be due October 15th. More information to follow.

If you have any questions please contact Sarah Reichmuth at

[russellminorhockey@gmail.com](mailto:russellminorhockey@gmail.com)